

Instructions to Apply for an Official Passport Using DS-11

The following forms are available to print. Failure to use the correct form will delay issuing your passport.

This form must be presented and signed in person when you meet with the FIC Passport Agent.

You must use this form IF:

1. You never had a U.S. passport or you need your personal passport for a personal trip and cannot submit it or
2. You are under age 16 or
3. Your most recent passport was lost or stolen. (If you are applying because your passport was lost or stolen, you need to also submit Form DS-64, listed below.)

Do not write in the section, "MAIL PASSPORT TO." This section is stamped by FIC.

When you apply for an Official Passport, give the Visa/Passport Office:

- **Application for Passport (DS-11) completed except for signature. All four pages should be submitted. Please make an appointment with an FIC Passport Agent when using this form.**
- **Two identical photographs taken within the last six months. Photos must measure 2 inches x 2 inches on a light background. Pictures may be taken at the Clinical Center (Building 10), Room B2L323. The telephone number is 301-496-3221. The office is open on Tuesday from 9 am to 11 am and on Thursday from 3 pm to 4 pm. Please take an "X" number with you (see your Administrative Officer).**
- **Proof of citizenship, such as birth certificate with an embossed seal, original naturalization papers or most recent passport issued within last 15 years.**
- **If the name you now use is different from that on your birth certificate or naturalization papers, provide legal documentation, for example, marriage license.**
- **Information Sheet**
- **There is no fee for the official U.S. Passport**